

# **WEST BEND HIGH SCHOOLS**

## **East - West**



**EAST SUNS**



**WEST SPARTANS**

## **Athletics & Co-Curriculars**

### **Code of Conduct Handbook**

## **Students, Athletes and Parents/Guardians**

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## **FORWARD**

This handbook has been prepared for the benefit of the athletes, the students, the parents, the advisors, and the coaches in an effort to make athletics a more contributing and worthwhile part of the overall school program. It is hoped careful reading and discussion of this handbook will realize a genuine understanding of the schools' interscholastic athletic program and co-curricular program and of the training rules by the athlete and the parents.

## **PHILOSOPHY AND OBJECTIVES FOR HIGH SCHOOL ATHLETICS**

### **PHILOSOPHY**

The interscholastic athletic programs and co-curricular programs in West Bend are an integral part of the education curriculum. It provides opportunities for learning experiences inherent in athletics and activities outside of the classroom that are difficult to duplicate in other school activities. We want participation to be an enriching experience that stimulates mental, physical and social growth. It should teach attitudes of responsible team play and cooperation. It provides a vehicle for learning mental and physical self-discipline, loyalty, personal pride, pride in the school, respect for the rights of others, and the will to win and be successful. It proves that hard work and dedication produce results. A good program can unite students and the community.

Participation in athletics and co-curricular programs in the West Bend Schools is entirely voluntary and is considered a privilege, not a right. The opportunity to participate in the interscholastic athletic programs and any co-curricular program is extended to all students who are willing to assume the responsibilities outlined in the Activities Handbook.

### **OBJECTIVES**

1. Varsity athletic programs recognize the value of winning, but also focus on the development of future leaders. Those who desire this level of achievement do so with the understanding that this is a privilege that must be earned. Winning as an individual and as a team is recognized as a means of achieving pride and support of both the school and the community.
2. At the non-varsity level, the athletic programs and co-curricular programs should emphasize participation and should continue to teach physical conditioning and knowledge of fundamentals for the sport or co-curricular activity. Competition and winning attitudes are an integral part of their training but participation is to be the emphasis at these levels for both sports and co-curricular activities.
3. Coaching and advising is an essential component of all levels of the athletic program and co-curricular program. Because the emphasis of the various levels differs, coaches and advisors should be recruited, trained and evaluated based on the goals and objectives.

## **PROCEDURES FOR STUDENTS JOINING ANY OF THE WBHS' ATHLETIC TEAMS**

- A. Attend a Mandatory Sport Meeting with the coach.
- B. **W.I.A.A. Physical form.** All students participating in interscholastic athletics must have this card on file at their school prior to practice.
  1. Examination taken after April 1st is good for the following **TWO SCHOOL YEARS**.
  2. Examination taken before April 1st is good for the remainder of that **SCHOOL YEAR** and the following **SCHOOL YEAR**.
- C. Complete an emergency form.
- D. Pay the required user fee.
- E. Complete a Parent Awareness/Eligibility Statement.
- F. Please keep your family and student email addresses up to date in Skyward by using the Family Access option. We will communicate important information and event cancellations via email.

**Upon joining a team, the athlete is expected to dedicate the time specified for practice by the coach of the activity. Regular attendance at practice and competitions are required.**

## **WIAA Sports Athletic Fee \$150**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Boys Cross Country Girls Cross Country Dance Football Girls Golf Boys Soccer Girls Swim and Dive Girls Tennis Girls Volleyball	Boys Basketball Girls Basketball Gymnastics Boys Hockey (Ice Bears) Girls Hockey (Lakeshore Lightning) Boys Swim and Dive Wrestling	Baseball Boys Golf Girls Lacrosse Boys Lacrosse Boys Tennis Boys Track and Field Girls Track and Field Girls Soccer Softball

## **Club Sports Athletic Fee \$25**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Trail Sharks (Mountain Biking)	Boys Bowling Girls Bowling Skiing Snowboarding Winter Guard	Dolphins (Synchronized Swimming) Trap Shooting

*The West Bend School District does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.*

## W.I.A.A. POLICIES GOVERNING ELIGIBILITY

### ARTICLE II – PURPOSE

The purpose of this Association is threefold:

1. To organize, develop, direct, and control an interscholastic athletic program and co-curricular activities, which will protect, conserve, and promote the health and physical welfare of its participants.
2. To emphasize interscholastic athletics as an integral part of the total education process and to formulate and maintain policies which will cultivate high ideals of good citizenship and sportsmanship.
3. To promote uniformity of standards in interscholastic athletic competition and to prevent exploitation by special interest groups of the schools' program and an individual's ability.



WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

### 2025-2026 High School Athletic Eligibility Information Bulletin

To: Student-Athletes and Their Parents  
From: Wisconsin Interscholastic Athletic Association and \_\_\_\_\_  
(School)

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

**Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.**

These are WIAA eligibility rules, which are current for the 2023-2024 school year:

#### AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

#### ACADEMICS

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances, the school's requirements prevail and must be applied as written.

## ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- E. A student-athlete may not participate in school sports for more than four different years, and a student-athlete may not participate in the same sport for more than one season each school year.

## DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.
- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
- H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- J. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for non varsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

## DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.

- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).
- D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.
- E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.
- F. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for non varsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

#### **TRANSFERS**

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total and complete change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- C. Students entering 11th grade are restricted to non varsity opportunities for one calendar year.
- D. Students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to non varsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- F. 10th or 11<sup>th</sup> grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to non varsity opportunities for one calendar year (365 days beginning with the first day of attendance at the new school).
- G. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- H. District policies with respect to intra-district transfer do not supersede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.
- I. Unless transfer, including an accompanying total and complete change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- J. If within the first six consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for non varsity opportunities only for the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total and complete move.
- L. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school. A student who transfers due to expulsion or removal for disciplinary reasons from the previous school is ineligible for the length of the expulsion as determined by the previous school's Board of Education.
- M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

#### **PHYSICAL EXAMINATION and PARENT'S PERMISSION**

A student-athlete, whether an adult or not, must have written permission of parents to participate in school athletics, an emergency information form, and he/she must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for the remainder of that school year and the following school year.

## TRAINING and CONDUCT

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principles and standards of the school and this Association including but not limited to criminal behavior.
- C. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).
- D. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- E. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.
- F. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event at the same level of competition as the disqualification.
- G. Any player who, in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
- H. A school must provide an opportunity for the student to be heard prior to a penalty being enforced (except for felony charges). If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.
- I. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

## AMATEUR STATUS

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

- A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.
- B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.
- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete.
- D. A student-athlete may not receive free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.
- E. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.
- F. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

## SPORTS ACTIVITIES OUTSIDE OF SCHOOL

Athletes may compete in not more than two non-school competitions with prior school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Non School competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series) and forfeiture of the two non-school opportunities.

- A. WIAA rules do not prevent athletes from practicing with non school teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including "banditing") in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).
  - (1) This restriction applies to normal nonschool games as well as "gimmicks," such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.
  - (2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.

- (3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue nonschool training and/or competition.
- B. During the school year before and/or after the school season of a sport and in the summertime, members of a school's team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
- C. A student-athlete or his/her parents must pay 100% of the fee for specialized training or instruction such as camps, clinics, and similar programs.
- D. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.
- E. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of the same league) or (b) in which a team is selected to represent a league in postseason play (e.g., Babe Ruth league team). Some postseason all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.
- F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

#### USE OF STUDENT IMAGE

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events. ***In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.***

4/19

**Detach and Return to Athletic Director**

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#### **PARENT-ATHLETE RULES OF ELIGIBILITY SIGN-OFF FORM – 2023-2024**

I certify that I have read, understand, and agree to abide by all of the information contained in this bulletin. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

\_\_\_\_\_

Parent/Guardian's Signature

Please Print Name

Date

\_\_\_\_\_

Please Print Name

Date

**This form must be completed and submitted to the Athletic Director prior to a student  
being declared eligible to practice and compete.**

# **WEST BEND HIGH SCHOOLS' ATHLETIC CODE**

**(Approved by School Board)**

## **GENERAL REQUIREMENTS**

- A. Freshmen properly enrolled in school will be eligible the first nine weeks; thereafter, regular eligibility rules apply.
- B. Any athlete or participant in a co-curricular must be in school no later than the end of Period 4 (11:21AM) and attend all scheduled classes thereafter the day in which they are to participate in athletics, except in cases of school approved absences, family emergency, or if a written medical release is obtained from a doctor. Written approval from the Athletic Director must be obtained in all cases where students are not in school by the end of period 4.
- C. An athlete may compete in **MULTIPLE** WIAA sport in any given season, provided the dual participation form is completed. No student who is dropped from one squad for disciplinary reasons, or who quits without mutual written agreement of both coaches and Athletic Director, shall be eligible to compete in another sport during that season. Any student who is “cut” from a squad may try out for another sport during that season.
- D. In sports that overlap, such as baseball and track, and in all cases of Dance/Cheerleading/Bowling/Skiing and another sport, an athlete may practice with both teams provided the head coaches mutually agree and with the approval of the Athletic Director. The athlete has an obligation to finish the season he/she has started.
- E. All student athletes shall conform to specific team rules, including a grooming and dress code, as established by the coach. The Athletic Director, or his/her designee, shall give final approval to the grooming and dress code. All student athletes shall conform and observe curfew hours, as their coaches may deem necessary and appropriate.
- F. Absences – Excused and Unexcused

The following absence policy shall apply to practices, contests, and any other required team/co-curricular activity.

Definitions: Excused Absences – Any justified absence that receives prior approval from the coach/advisor. Reasons for justified absences include but are not limited to the following: illness, scheduled appointments, school related functions, etc.

Unexcused Absences – Any absence that does not receive prior approval of the coach/advisor.

Penalties:	Unexcused Absences-	1 <sup>st</sup> Unexcused =	Suspended from next contest
		2 <sup>nd</sup> Unexcused =	Suspended from next two contests
		3 <sup>rd</sup> Unexcused =	Dismissal from team

Excused Absences-	5 Excused	=	Suspended from next contest
	7 Excused	=	Suspended from next two contests
	9 Excused	=	Dismissal from team

\*\*\*Combinations of Unexcused and Excused Absences will not be considered.

\*\*\*Exceptions to this rule can be made at the discretion of the Athletic Director - i.e. serious illness

G. The PARENT AWARENESS / ELIGIBILITY STATEMENT (last page of booklet) must be properly signed by the students and parents. At least one parent/guardian must attend an informational meeting with the Athletic Director prior to the start of the student participating.

### **HOME-SCHOoled STUDENTS**

- A. A bona fide home school student may be eligible at their public school of residence on the same basis and to the same extent as all other full-time students of the member school. All forms that the home-schooled student needs to turn in, in order to be eligible for athletics, need to be turned in and filed in the Athletic Office.
- B. PI-1206 Form SHALL be on file with the Athletic Office. On this form, it is important to note for each year of school, the grade level of the student for ascertaining semester eligibility. Please check with the Athletic Office to ensure that this information is available.
- C. Proof of bona fide legal residence within the district where participation is sought SHALL be on file (must show at least two of the following):
  - a. Utility bill showing name and address;
  - b. Lease showing name and address; and
  - c. Parent/guardian driver's license
- D. Athlete's Participant's Original Birth Certificate, Passport, Visa or Green Card— copies will not be accepted nor will hospital birth records be accepted.
- E. Certified legal custody documents, if applicable.
- F. Athlete's academic performance/grades from the previous grading period's work
  - a. Written verification that the high school student is passing all current courses;
  - b. **Verification is REQUIRED for each preceding grading period after which the student seeks to participate regardless of what the home-educated student may claim.**
- G. Have on file with the Athletic Office
  - a. Acknowledgement of receipt of the following forms:
  - b. Student Code of Conduct,
  - c. Alternate Year Card,
  - d. Medical Treatment Consent Form,
  - e. Authorization to Disclose Medical Information,
  - f. Parent Athlete Rules of Eligibility,
  - g. Age Waiver Form (if applicable),
  - h. Co-Curricular Pledge (if applicable),
  - i. Club Sign-Up Form (if applicable), and
  - j. Parent Student Awareness Agreement.

H. Once the home-schooled student is a graduate of a school, that student is no longer eligible to participate in interscholastic athletics or co-curriculars.

## **DUAL PARTICIPATION**

Dual participation is only allowed at the high school level. It does not work in most cases and is something that is hard for the student athlete to maintain. It works best with individual sports. Students must fill out the dual participation form in advance of the beginning of the season. They must speak with both coaches of the sports they are interested in to see if it is even feasible. If feasible, they must obtain a signature from both coaches and declare a primary sport. The primary sport will be the sport that is attended if there is a conflict

## **VACATION POLICY**

***Vacations during an athlete's/co-curricular participant's season are discouraged. However, if a vacation is unavoidable:***

1. Contact the head coach/advisor prior to the vacation at least fourteen (14) days prior;
2. An athlete/participant must practice one day for each practice or contest day missed prior to resuming competition (contest day will count as a practice day; unless otherwise noted by the coach);
3. Be willing to assume consequences related to your status as a starter, 2nd string, 3rd string, etc.; and
4. Students, parents and coaches/advisors should discuss the impact of absences prior to the planned absence being taken

## **TRAINING RULES**

All student athletes shall observe the following training rules both in-season and out-of-season for the student's entire school career, including vacation periods as required.

- A. No student shall use, possess, purchase, or sell any tobacco products, including chewing tobacco, drug paraphernalia, alcoholic beverages, controlled substances, or illegal drugs.
- B. No student shall attend an event where he/she knows or has reason to know that alcoholic beverages, controlled substances, or illegal drugs will be illegally possessed or consumed by athletes or non-athletes. Students finding themselves at such a location must leave immediately.
- C. All students shall conduct themselves both in and out of school, including practice times, in such a manner as will not, in the opinion of the Athletic Director, bring discredit to the athlete/co-curricular participant, his/her parents, school, or team, or injure or potentially injure any other student or athlete.
- D. No student shall commit any act of willful, persistent, disruptive behavior or any act in violation of or subject to penalty under Wisconsin State Statutes or local ordinances that in the opinion of the Athletic Director violates the philosophy of the athletic/co-curricular program.
- E. No student shall commit any act of willful, persistent, disruptive behavior or any act in violation of or subject to penalty under West Bend School District policies, rules, or school rules.
- F. No student shall commit or participate in acts of vandalism.
- G. No student shall commit or participate in acts of theft involving property of the school or schools we compete.

H. Any behavior that is deemed “unbecoming of an athlete/co-curricular participant” including, but not limited to: fighting, harassment, verbal assaults, bullying, insubordination, hazing, disorderly conduct, improper use of cell phones, computer, any social media, (some examples include: Facebook, Instagram, Snapchat, Twitter, blogging, chat rooms, online forums etc.) poor classroom behavior, and stealing. Any infractions towards another student, opposing schools, coaches or staff member, a West Bend teacher, game official or administrator will be subject to disciplinary action including suspension from contests.

## **SOCIAL MEDIA POLICY**

Derogatory remarks, comments or pictures posted on any social media site or made by a student toward anyone, including adults, will not be tolerated. This also includes derogatory statements, pictures and videos made by sending email, text or posted to Facebook/Twitter or any other social media website. Any student found in violation of this policy will face disciplinary action. The coach/advisor and administration will determine appropriate consequences, which may include denial of participation or dismissal from the extracurricular or sport. Final determination will be made by the administration. Participation in any extracurricular activity/sport is a privilege and not a right

## **INVESTIGATIVE PROCEDURE**

In order to declare a student athlete ineligible from competition and/or participation, the Athletic Director or his/her designee must first:

- A. Be made aware of the alleged violation. Violations of the athletic handbook or training rules may be presented to the administrator by a student, parent, coach, teacher, administrator, law enforcement officer, or other responsible member of the community regarding an infraction of the code. That administrator will then tell the Athletic Director of the alleged violation.
- B. Give the student athlete/co-curricular participant oral notification of the alleged violation.
- C. Give the student athlete/co-curricular participant an explanation of the information that the school authorities have which supports a finding that the athlete/co-curricular participant has committed a rule violation.
- D. Give the student athlete/co-curricular participant an opportunity to present his/her side of the story.
- E. Make a determination as to whether the student athlete/participant has violated a training rule.

If it is determined that the student athlete/participant has violated a training rule, the Athletic Director or his/her designee shall promptly give the student notice of the ineligibility period, including beginning and ending dates, if known, and the reason for it; and shall send a written notice to the student athlete's/co-curricular participant's parents. The student and his/her parents shall also be given written notice of their right to appeal.

## **PENALTIES**

All violations, whether occurring in-season or out-of-season, will be treated the same. Performances and non-performances could be different.

- A. This athletic code shall be in effect 12 months of each year. Students are to follow code guidelines beginning with their initial signing of the athletic code prior to their first sport or activity, and until either graduation or the final required activity of their final sport or activity – whichever comes last.
- B. All penalties incurred by an athlete/participant will be cumulative over his/her high school career.

- C. For purposes of this section, a “season” is defined as beginning on the first day of practice and ending with the last contest in a specific sport/activity. Seasons and contests are determined by state association policy. Scrimmages do not qualify as contests.
- D. All first and second violations will be rounded up to the next highest whole number.
- E. All unserved penalties carried over to another sport season/activity will be determined using a formula based on 25% or 50% of that season minus games served the previous season.

### **Penalty Carry-Over Examples**

#### Example #1 – Baseball to Football

A baseball player receives his 2<sup>nd</sup> violation with 6 games remaining of the baseball season. Second violations warrant missing 50% of the scheduled contests. 50% of 30 baseball games results in a penalty of 15 games. The student would miss the remaining 6 games of baseball – this constitutes 40% of the violation (6 is 40% of 15). The student still needs to serve 60% of the violation. 60% of 50% is 30%, and this % carries over to football season. 30% of 9 games is 2.7 games. Rounded up – this results in the athlete missing 3 football games.

Total Penalty = 6 baseball games + 3 football games

#### Example #2 – Football to Basketball

A football player receives his 2<sup>nd</sup> violation with 2 games remaining of the football season. Second violations warrant missing 50% of the scheduled contests. 50% of 9 games is 4.5 – rounded up = 5 games. The student would miss the remaining 2 games of football – this constitutes 40% of the violation (2 is 40% of 5). The student still needs to serve 60% of the violation. 60% of 50% is 30%, and this % carries over to basketball season. 30% of 22 games is 6.6 games. Rounded up – this results in the athlete missing 7 basketball games.

Total Penalty = 2 football games + 7 basketball games

- F. An athlete/participant must complete the season in good standing in order for the penalty to be considered served. The coach and Athletic Director shall define “good standing” prior to the start of the season and/or suspension. Upon completion of the season, the coach/advisor will verify in writing that the student finished the season in good standing - or provide reasons the student may not have finished in good standing.
- G. For a first or second violation, an athlete/participant will be required to practice and meet all team obligations. Failure to do so will result in the athlete’s/participant’s dismissal from the team/activity. The suspension will then carry over into the next sport/activity in which the athlete/participant is involved.
- H. If an athlete/participant does not follow training rules, the Athletic Director can take disciplinary action. Depending upon the actions and substances used, and the seriousness of circumstances involved, the Athletic Director or his/her designee may impose a penalty as deemed appropriate to the severity of the infraction. The level of penalty may be increased beyond normal offenses.
- I. If a student athlete/participant violates a rule that falls under the Athletics Code **AND** school policies/rules, then the student will be subject to penalties under the athletic code **AND** school policies/rules.

- J. A student-athlete/participant receiving a violation following completion of his/her last high school sport/activity season may fulfill the requirements of the violation by completing alternative work as assigned by the Athletic Director.
- K. A student who is serving any criminal sentence under the Huber Law or electronic monitoring may not participate in student activities that are subject under the student athletic and athletic code.
- L. When a student is released from incarceration, he/she will not be eligible to participate in any activity until the next season begins.
- M. If a student athlete/participant denies that a violation occurred, the student shall have the opportunity to explain the circumstances to the Athletic Director. If the Athletic Director finds that the student is being truthful, then the student will not receive a violation. However, if the Athletic Director finds that the student was being dishonest, then the student shall receive a violation.

## **VIOLATIONS – ATHLETICS**

### **1. First Violation**

- a. For a first violation of this athletic code, the athlete/participant will be ineligible to compete in 25% of the competitive contest season schedule in which he/she is or will be competing (***REGULAR SEASON CONTESTS***). If the athletic season consists of 22 contests a student with a 25% suspension will miss six (6) contests. (25% x 22 = 5.5). The penalty will be rounded up to the next contest if the percent of the suspension is at 1.1, 2.1, events, etc. The suspension for Honorary Groups (Homecoming court, Prom court, Snow Ball court, or special representation positions such as Master of Ceremonies, Student of the Quarter, etc.) would be immediate removal from honorary position or ineligibility for the next opportunity to be selected to an honorary position for a period of one calendar year. Student athletes and participants, who host a gathering where alcoholic beverages, tobacco, controlled substances, illegal drugs, Performing Enhancing Substances (PES) or look-alikes are being consumed, sold or possessed, will be moved to the next Violation level of the code.
- b. In cases of violations involving alcohol or other drug use, evidence of an **AODA (Alcohol or Other Drug Abuse) assessment will be required prior to reinstatement**. The athlete/participant is also required to complete the recommendations of the assessment. The Athletic Director will monitor progress of recommendations made following the assessment. (Any costs incurred are the responsibility of the athlete and his/her family.) The Athletic Director may require the student athlete or participant to complete additional work with the purpose of educating the student-athlete/participant of the dangers/consequences of alcohol and drug use.
- c. On the first violation, a student athlete/participant who self-discloses a violation to the Athletic Director at the start of the next school day following the incident, by 9:30 am, may have the penalty reduced from 25% to 15% by the Athletic Director. If the student athlete/participant is found to be untruthful the penalty would remain at 25%. The reports brought in by students will be investigated in the same manner as those reports brought in by school personnel.

## 2. Second Violation

- a. For a second violation of this athletic code, the athlete will be ineligible to compete in 50% of the competitive contest season schedule in which he/she is or will be competing (***REGULAR SEASON CONTESTS***). If the athletic season consists of 14 contests a student with a 50% suspension will miss seven (7) contests. ( $50\% \times 14 = 7$ ).
- b. In cases of violations involving alcohol or other drug use, evidence of an **AODA (Alcohol or Other Drug Abuse) assessment will be required prior to reinstatement**. The athlete/co-curricular participant is also required to complete the recommendations of the assessment. The Athletic Director will monitor progress of recommendations made following the assessment. (Any costs incurred are the responsibility of the athlete and his/her family.) In cases of violations involving alcohol or other drug use, the Athletic Director may require the student-athlete/participant to complete additional work with the purpose of educating the student-athlete/participant of the dangers/consequences of alcohol and drug use.
- c. The student athlete will be suspended for 50% of the season. At this time a mandatory assessment from an outside source will be required for reinstatement. Proof of admittance to the program, continued participation in the program, and completion of the program would be required for the student athlete to participate once the penalty is met in regard to the suspension. The student athlete would be required to complete the program or the penalty would carry over to the next season of participation. If the student athlete stops attending required counseling they will become ineligible immediately. At this time a mandatory assessment from an outside source will be required for reinstatement. The suspension for Honorary Groups (Homecoming court, Prom court, Snow Ball court, or special representation positions such as Master of Ceremonies, Student of the Quarter, etc.) would be immediate removal from honorary position and ineligibility to be selected for the remainder of high school career.

## 3. Third and Subsequent Violations

- a. For third and subsequent violations for this athletic code, the athlete/participant shall be ineligible for participation and competition for one calendar year.
- b. In cases of violations involving alcohol or other drug use, evidence of an **AODA (Alcohol or Other Drug Abuse) assessment will be required prior to reinstatement**. The athlete/participant is also required to complete the recommendations of the assessment. The Athletic Director will monitor progress of recommendations made following the assessment. (Any costs incurred are the responsibility of the athlete/participant and his/her family.) In cases of violations involving alcohol or other drug use, the Athletic Director may require the student-athlete/participant to complete additional work with the purpose of educating the student-athlete/participant of the dangers/consequences of alcohol and drug use.
- c. A student athlete may apply for reinstatement one (1) week prior to the completion of his/her one-year penalty by submitting a request in writing to the Athletic Director. The participant will be suspended from all co-curricular activities for one (1) year from the date of the infraction. The school will recommend that further counseling be sought before the student may be reinstated. If a student is not involved in any co-curricular activity when a documented violation takes place, the penalty will be applied to the next co-curricular activity the student participates in. In addition, if a student chooses to go out for a sport/co-curricular activity to fulfill a suspension they must start the season and complete that sport/co-curricular activity in good standing or the suspension will revert to the next sport/co-curricular activity. They may not join a team or activity in mid-season to fulfill a suspension.

## **Participation in both Athletic and Non-Athletic Activities**

Students who participate in one or more athletic/ co-curricular activities and violate the Code lose participation in Athletic/Athletic Related Activities/Co-Curricular Activities as well as any other activity they are concurrently involved in until the violation rules have been met.

### **APPEAL PROCEDURE – ATHLETICS**

This process recognizes the rights of the individual. It outlines his/her recourse in the event he/she feels the alleged offense did not occur or the proper due process procedures were not followed. The appeal procedure outlined hereafter is the process a student athlete/participant and his/her parents are to follow in appealing decisions relating to athletic suspension.

1. An athlete/participant and/or his/her parent(s)/guardian(s) may formally appeal the finding of ineligibility in writing to the building principal within five (5) calendar days from the date of the written notification of ineligibility.
2. The date for the appeal hearing shall be set by the building principal to take place within five (5) calendar days from the date of the appeal request. At the written request of the student athlete/participant or his/her parent(s)/guardian(s), the minimum time can be waived.
3. An appeal committee consisting of a principal (who was not involved in the investigation) and two outside school district administrators shall conduct the appeal hearing. The student involved is allowed to be present during the appeal with a parent(s)/guardian(s).
4. A summary of the hearing, including the decision, shall be put in writing and a copy of the proceedings must be mailed to the student athlete/participant and his/her parent(s)/guardian(s) within seven (7) calendar days.
5. An athlete/participant can appeal the decision of the appeal committee by requesting a hearing before the School Board if a co-curricular participant. Such an appeal shall be directed to the superintendent within seven (7) calendar days after receipt of your written notice of the appeal committee decision.
6. An athlete/participant can appeal the decision of the athletic committee by requesting a hearing before the WIAA Board of Control. Such an appeal shall be directed to the WIAA within seven (7) calendar days after receipt of your written notice of the athletic committee decision.

**\*\*\*No appeal shall delay the starting date of an athlete's/co-curricular participant's ineligibility period\*\*\*.**

### **REINSTATEMENT PROCEDURES (First & Second Violations)**

To be reinstated after serving a violation, the following procedure must be followed:

1. Athletes pick up a **Violation Reinstatement Form** from the athletic department.
2. The coach and athlete complete the form.
3. Athletes take the form to the athletic department.

4. The Athletic Director reinstates student athletes for athletic competition.
5. In the event that an athlete fails to complete the season in good standing, the reinstatement will be considered void and the full penalty will need to be served during the athlete's next season.

**IT IS IMPORTANT FOR THE ABOVE STEPS TO BE FOLLOWED SO THAT THE ATHLETE'S RECORD IS CLEARED**

### **ACADEMIC GUIDELINES FOR ATHLETICS – One “F” Rule**

Academic eligibility will be reviewed at the end of the latest grade-reporting period (quarter or semester). For a student, both athletes and participants, in grades 9-12 who receives one “F” in the latest grade-reporting period (quarter or semester) the ineligibility is ten (10) consecutive school days starting when grades are in the Athletic Director’s office. Both athletes/participants have to report to the Athletic Director. Not passing shall include incomplete grades. However, incompletes can be made up immediately.

\*\*\* Academic suspensions supersede violations, and may not be served concurrently. If the period of academic suspension comes during a student’s period of ineligibility due to violation, the student must first fulfill the requirements of the academic suspension before continuing the fulfillment of the terms of the violation.

Reinstatement occurs after the tenth consecutive school day (or any day thereafter) if the student’s cumulative grades for the current semester are passing in all classes. At the end of the ineligibility period, it is the **student’s responsibility** to secure updated grades and signatures from **ALL** of his/her teachers on a **Scholastic Progress Form**, which can be picked up in the Athletic Department. This form is then taken to the Athletic Director for signature and reinstatement. In order to be reinstated in a sport/activity, at the end of the ineligibility period or any day thereafter, the student will regain eligibility if passing all his/her classes, as verified by the Athletic Director.

1. A student who is enrolled in some course in a university, college, vocational school, or some similar institution:
  - a. must be in physical attendance (in his/her school) at least one course each day.
  - b. must be receiving passing grades in all classes he/she is taking.
  - c. must receive passing grades in all classes taken and notation made on his/her high school transcript that he/she successfully carried between the two schools involved.
2. A student regains eligibility immediately if “incompletes” are made up any day within two weeks after a grade-reporting period.
3. Summer school classes have no bearing on eligibility, unless the student raises the grade in a class he/she has failed.
4. Qualified students with exceptional needs or problems shall be provided equal opportunity for participation in sports/activities. A student in an exceptional program or student with exceptional needs may be exempted from normal scholarship requirements providing there is satisfactory progress and success in an ongoing program of redemption or counseling.
5. A student who has one “F” has the right to discuss his/her situation with the Athletic Director. After consultation, an athlete may be reinstated.
6. A student who receives one “F” at the time of the final grading period of a school year is ineligible for summer and fall sports as follows:

- a. Fall Sports - The minimum ineligibility period shall be the lesser of (1) 14 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-fourth of the maximum number of games/meets allowed in a sport rounded up if one-fourth results in a fraction.
- 7. A co-curricular participant who gets an “F” could be dropped from a class and regain eligibility, after the ineligibility period.
- 8. A co-curricular participant who has an “F” has the right to discuss his/her situation with the Athletic Director. After consultation, a student participant may be reinstated.
- 9. A co-curricular participant not passing all classes at the time of the final grading period of the school year shall be ineligible for fall co-curricular participation.

### **ACADEMIC GUIDELINES FOR ATHLETICS – More than One “F” Rule – WIAA Eligibility Applies**

Academic eligibility will be reviewed at the end of the latest grade-reporting period (quarter or semester). For a student, both athletes and co-curricular participants, in grades 9-12 who receives two or more “F” grades in the latest grade-reporting period (quarter or semester) the ineligibility is fifteen (15) consecutive school days starting when grades are in the Athletic Director’s office. Both athletes and co-curricular participants have to report to the Athletic Director. Not passing shall include incomplete grades. However, incompletes can be made up immediately.

\*\*\* Academic suspensions supersede violations, and may not be served concurrently. If the period of academic suspension comes during a student’s period of ineligibility due to violation, the student must first fulfill the requirements of the academic suspension before continuing the fulfillment of the violation’s terms.

Reinstatement occurs on the 16<sup>th</sup> scheduled school day (or any day thereafter) if the student’s cumulative grades for the current semester are passing in all classes. At the end of the ineligibility period, it is the *student’s responsibility* to secure updated grades and signatures from **ALL** of his/her teachers on a **Scholastic Progress Form**, which can be picked up in the Athletic Department. This form is then taken to the Athletic Director for signature and reinstatement. In order to be reinstated in a co-curricular activity, at the end of the ineligibility period or any day thereafter, the student will regain eligibility if passing all his/her classes, as verified by the Athletic Director.

- 1. Fall Sports – The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

### **PARENT MEETINGS**

In an effort to improve communication between coaches, athletes, and parents, coaches will schedule a parent meeting prior to the initial contest for each sport. The meetings will provide an opportunity for the coaches to meet the parents, review and answer questions concerning the program (e.g., philosophy, practice and game schedules, equipment, facilities, awards, and others).

## TRAVEL REGULATIONS

Team members and co-curricular participants must use the mode of transportation provided by the schools. An athlete/participant who travels to an out-of-town game with a school team or school activity must return with his/her team or activity. Exceptions to this rule may be granted by following the procedure below:

A parent/guardian may arrange alternative transportation for their child under extenuating circumstances by filling out the transportation waiver form available in the athletic office. This form will need to be filled out and presented to the coach in person prior to departure to/from the event. A coach/advisor may only release a student-athlete/participant into the custody of his/her parents. If a parent is present at an out-of-town site, the parent may request the participant return with them. This request must be made in person, in writing, by the parents to the advisor in charge.

## INSURANCE

All participants in the athletic program, before any practice, must have a signed athletic insurance waiver on file in the athletic office. The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. If the parent or guardian has no insurance, it is recommended that you seek coverage through an insurance agent.

## INJURIES

1. Any athlete who is injured during an athletic practice or contest should report the injury to the coach at once.
2. If the injury is serious enough to require medical assistance, the athlete should report the accident to the athletic office as soon as the athlete is able to return to school and before returning to practice.
3. Should an injury be discovered after the athlete has returned home, the coach should be contacted at once.
4. All athletic injuries should be reported to the Athletic Trainer for documentation and evaluation prior to returning to practice.
5. In the event of any serious injury, the nearest emergency medical service will be obtained.

## EQUIPMENT

One of the values of athletics is to teach responsibility and this should apply to the care of athletic equipment as well as other school property. Equipment is a very costly item in our athletic budget. The West Bend High Schools pride themselves in furnishing good quality, safe athletic equipment. It is expected that athletes will take excellent care of their equipment.

1. Each athlete is responsible for the school equipment issued and its prompt return at the conclusion of the season. The athlete is financially responsible for all lost or misplaced equipment that was originally issued. **Athletes must turn in all issued equipment or submit proper payment to the athletic office in order to be eligible for participation in future sport seasons.**
2. No school athletic equipment is to be worn during any physical education classes or any other period of exercise outside the time required for practice session and/or game situations unless so authorized.

3. Any athlete who is found to be in possession of any athletic equipment from any other competing school will be subject to suspension from the athletic program.
4. Student athletes and their parents are asked to see that any school athletic equipment be returned to the school as soon as possible.

## **REFUNDS**

***If you are cut from a sport or decide not to go out for a sport, you must bring your participation card to the athletic office and fill out a STUDENT REFUND FORM.*** A student quitting a team or dropped for disciplinary or academic reasons is not eligible for a refund.

**Refunds must be requested by June 15<sup>th</sup> of the current school year.** They cannot be rolled over to the following school year.

## **LOCKER ROOM POLICY STUDENTS 731.1**

### **PUPIL CONTROL AND CONDUCT**

#### **PRIVACY IN THE LOCKER ROOM AND RESTROOM FACILITIES**

Locker rooms are provided for use by students participating in physical education, athletes, and other activity groups or individuals authorized by the building principal/designee. The West Bend School District recognizes the privacy rights of individuals using the locker room, as well as restroom facilities, and shall take reasonable measures to protect an individual's privacy.

The following provisions outline the extent to which that protection can and will be provided:

1. Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record or transfer a representation of a nude or partially nude person in the locker room or restroom facility. Any other use of a camera, video recorder or other recording device in the locker room requires the prior permission of the building principal/designee and the person being photographed, videotaped or recorded. Under no circumstances may cameras, video recorders, or other recording devices be used in restroom facilities.
2. At no time will anyone be permitted to enter into the locker room/restroom facility or remain in the locker room/restroom facility to interview or seek information from an individual.
3. No media is allowed access to the locker rooms/restroom facilities at any time. Coaches and student athletes may be available for interviews directly outside of the locker rooms.
4. Non-team members may not enter the locker room without prior permission from the coach.

Students and staff violating this policy may be subjected to school disciplinary action and possible legal referral. Other persons violating the policy may be subjected to penalties as applicable in state law.

The building principal/designee shall post the policy in every locker room in the district and shall publish it annually. Policy enforcement shall be the responsibility of the building principal/designee.

Adopted: November 10, 2008

## **AWARDS**

All awards that are presented to the athlete shall be purchased from the athletic budget and must be earned from sanctioned activities, i.e., W.I.A.A., North Shore Conference, or West Bend Schools.

### **END OF SEASON TEAM AWARDS**

At the conclusion of each sport season, a program will be held at which time qualifying athletes will be presented their awards. Athletes are required to attend these award programs to receive the proper award. Awards not claimed by athletes must be picked up in the athletic department within one week of the program. Any student athlete suspended from a sport will be ineligible for an award in that activity until reinstated.

1. **Athletic Letters:** An official athletic “WB” will be awarded to an athlete who meets the requirements for a particular sport. Only one chenille letter will be awarded during an athlete’s high school career.

**Letter Requirements:** The general requirements for earning a varsity letter are listed below. Specific requirements for each sport are available from the coach.

- a. Compliance with the letter and spirit of athletic code (includes scholastic eligibility).
- b. Regular attendance at team meetings, games, practices, and any other team obligations.
- c. Recommendation of the coach.
- d. Completion of the season in good standing.
- e. Completion of four (4) years of participation as a member of the team in good standing.
- f. A letter may be awarded to an athlete who is injured or becomes ill during the season and who would normally have played as a member of the team and meets the other qualifications for a letter.

2. **Sports Insignia:** A metal sport insignia symbolizing the sport will be awarded to an athlete who receives a letter for the first time in a particular sport.

3. **Service Bar:** A metal service bar will be awarded to an athlete who qualifies for an additional “WB” letter in a particular sport.

4. **Athletic Numerals:** The numeral will be awarded after satisfactory completion of an athlete’s first season. A participant who earns a “WB” before they earned a numeral shall be given numerals automatically.

- a. Criteria for granting of the numerals shall be as follows:
  1. Satisfactory completion of a complete season.
  2. Satisfactory participation in a percentage of the scheduled contests in that sport.
  3. Recommendation of the coach.
- b. A numeral may be awarded to an athlete who is injured or becomes ill during the season that would normally have played as a member of the team and meets the other qualifications for a numeral.

5. **Sophomore Patch:** A sophomore patch will be awarded after satisfactory completion of the first sport in an athlete’s sophomore year.

6. **Certificates:** Participation certificates will be awarded to athletes who have previously earned their numerals and sophomore patch and have completed the season in good standing but have not met the requirements for a “WB” letter.

7. **Special Awards/Individual Awards:** A small Oscar-type trophy will be awarded to candidates for Most Valuable, Most Improved, Spirit (etc) as determined by the coach of a particular sport.

## ANNUAL SENIOR AWARD CEREMONY

An annual Senior Awards Ceremony will be held each May recognizing qualifying senior athletes for their achievements. **All qualifying senior athletes are required to attend this awards program in order to receive their award** unless excused by the Athletic Director. The athletic department reserves the right to grant or deny any award on the basis of special consideration not included in the requirements.

1. Major Athletic Award: The purpose of the award is to encourage athletes to remain out for a sport through their senior year and to reward the athlete who:

- a. Has participated in the same sport for three consecutive years concluding with his/her senior year, and
- b. Has earned a letter in at least one year of the three consecutive years the athlete participated, or
- c. Has met the criteria in "a" but has earned a letter in another sport where he/she did not compete for three consecutive years, including senior year.

Only those sports the athlete competed in for at least three consecutive years - including his/her senior year - will be indicated on the plaque. The athlete shall be in good standing at the time of the presentation of the award. Athletes who have been suspended and have been reinstated to the athletic program are eligible for this award. Athletes who have open violations, incomplete AODA Assessments, or have not fulfilled AODA recommendations are ineligible for a Major Athletic Award. .

2. Pick Memorial Awards: These awards will be awarded annually to the outstanding senior athletes in West Bend East and West Bend West High Schools. The Carl Pick Memorial Award is given in East High School; the Andy Pick Memorial Award is given in West High School. These awards of engraved wrist watches shall be presented to senior boys who are to be graduated and upon completion of the recipients' athletic participation. Students receiving an athletic violation during their high school career are ineligible for this award.

3. Nancy and Alan Pick Awards: These awards will be awarded annually to the outstanding senior girl athletes in West Bend East and West Bend West High Schools. These awards will be engraved watches. Students receiving an athletic violation during their high school career are ineligible for this award.

4. Coaches' Awards: Coaches' awards may be given to an outstanding senior athlete. The criteria will be left to the judgment of the awards committee. Athletic code violations will be considered in the selection process.

5. Scholar Athlete Awards: The scholar athlete awards will be awarded annually to the athletes who have demonstrated outstanding scholarship, leadership, and athletic ability.

• NS Senior Scholar Athletes: The North Shore Conference will provide a senior scholar athlete award to those student athletes who meet the following criteria:

- a. All athletes must be seniors.
- b. They must have achieved three letters and continued to participate in the athletic program through their senior year. Managers, statisticians, etc. are not included.
- c. A student athlete with a cumulative GPA of 3.5 based on a 4.0 scale
- d. GPA will be determined by the 7<sup>th</sup> semester grading period.
- e. The student athlete must not have any athletic code violations for their entire athletic career and be a student in good standing by the criteria set forth by their school.

- **WIAA Scholar Athletes**: Each high school may nominate one male and one female senior for consideration as a WIAA Scholar Athlete Award winner.
  - a. Each nominee must be a second semester senior. Grades through the most recent grading period will be used. Athletic code violations will be considered in the selection process.
  - b. Each nominee must have earned at least four varsity letters through participation in WIAA sanctioned sports during the complete freshman, sophomore and junior years and the fall and winter seasons of the senior year.
  - c. Each nominee must have a cumulative grade point average of at least 3.0 (on a 4.0 scale).
- **West Bend High School Scholar Athletes**: A nominating committee composed of coaches, the Athletic Director and Principal chooses a male and female athlete from each school based on the same criterion as the WIAA award. Along with academic excellence, coaches give special consideration to the athlete's accomplishments, abilities and leadership. Students receiving an athletic violation during their high school career are ineligible for this award.

6. **U. S. Army Reserve National Scholar Athletes**: This program recognizes and rewards a male and a female athlete from West Bend East and West Bend West who strive to be “the best that they can be” and who excels in the classroom and on the athletic field. Students receiving an athletic violation during their high school career are ineligible for this award.

7. **United States Marine Corp Distinguished Athlete Award**: One senior athlete from West Bend East and one senior athlete from West Bend West will be recognized for being an exemplary young citizen and role model for younger students and for exhibiting the personal traits of courage, poise, self-confidence and leadership. Students receiving an athletic violation during their high school career are ineligible for this award.

## **FUNDRAISING GUIDELINES**

All fundraising must be approved by the building administrator. All monies are to be collected through the high school bookkeeper.

## **Concussion Information - When in Doubt, Sit Them Out!**

Before a student may participate in practice or competition: At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian.

An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.

A person who has been removed from a youth athletic activity may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

<b>These are some SIGNS concussion (what others can see in an injured athlete):</b>	<b>These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):</b>
Dazed or stunned appearance Change in the level of consciousness or awareness Confused about assignment Forgets plays Unsure of score, game, opponent Clumsy Answers more slowly than usual Shows behavior changes Loss of consciousness Asks repetitive questions or memory concerns	Headache Nausea Dizzy or unsteady Sensitive to light or noise Feeling mentally foggy Problems with concentration and memory Confused Slow

Injured athletes can exhibit many or just a few of the signs and/or symptoms of concussion. However, if a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. "When in doubt sit them out."

It is important to notify a parent or guardian when an athlete is thought to have a concussion. Any athlete with a concussion must be seen by an appropriate health care provider before returning to practice (including weight lifting) or competition.

### **RETURN TO PLAY**

Current recommendations are for a stepwise return to play program. In order to resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations. Finally, the athlete must have clearance from an appropriate health care provider.

The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion.

The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

STEP ONE: About 15 minutes of light exercise: stationary biking or jogging

STEP TWO: More strenuous running and sprinting in the gym or field without equipment

STEP THREE: Begin non-contact drills in full uniform. May also resume weight lifting

STEP FOUR: Full practice with contact

STEP FIVE: Full game clearance

## 118.293 Concussion and head injury.

(1) In this section:

- (a) "Credential" means a license or certificate of certification issued by this state.
- (b) "Health care provider" means a person to whom all of the following apply:
  1. He or she holds a credential that authorizes the person to provide health care.
  2. He or she is trained and has experience in evaluating and managing pediatric concussions and head injuries.
  3. He or she is practicing within the scope of his or her credential.
- (c) "Youth athletic activity" means an organized athletic activity in which the participants, a majority of whom are under 19 years of age, are engaged in an athletic game or competition against another team, club, or entity, or in practice or preparation for an organized athletic game or competition against another team, club, or entity. "Youth athletic activity" does not include a college or university activity or an activity that is incidental to a nonathletic program.

(2) In consultation with the Wisconsin Interscholastic Athletic Association, the department shall develop guidelines and other information for the purpose of educating athletic coaches and pupil athletes and their parents or guardians about the nature and risk of concussion and head injury in youth athletic activities.

(3) At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian.

(4) (a) An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.

(b) A person who has been removed from a youth athletic activity under par. (a) may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

(5) (a) Any athletic coach, official involved in an athletic activity, or volunteer who fails to remove a person from a youth athletic activity under sub. (4) (a) is immune from civil liability for any injury resulting from that omission unless it constitutes gross negligence or willful or wanton misconduct.

(b) Any volunteer who authorizes a person to participate in a youth athletic activity under sub. (4) (b) is immune from civil liability for any injury resulting from that act unless the act constitutes gross negligence or willful or wanton misconduct.

(6) This section does not create any liability for, or a cause of action against, any person.

Possible Information Sheets:

Coaches: <http://www.wiaawi.org/health/CoachGuide.pdf>

Parents: <http://www.wiaawi.org/health/ParentFactSheet.pdf>

Parents: <http://www.wiaawi.org/health/NFHSParentGuide.pdf>

Athletes: <http://www.wiaawi.org/health/AthleteFactSheet.pdf>

Order CDC materials: <http://www.cdc.gov/pubs/ncipc.aspx#tbi4>



### Hypertrophic Cardiomyopathy

HCM is a thickening of the septal wall of the heart. This wall divides the heart into the half that pumps the blood to the lungs and the half that pumps the blood to the body. This thickening affects the function of the heart and ultimately the flow of the blood out of the heart to the body

This disease can have many different and inconsistent signs and symptoms making it a challenge to accurately diagnose. Making an accurate diagnosis involves a complete individual and family history, physical examination, complete echocardiogram, and electrocardiogram. There are situations that an MRI and holter monitor are used to confirm findings. Limited echocardiograms or "two minute ECHO's" have not been proven to rule in or out of HCM.

HCM is often genetically related, so individuals with a higher risk are those who have a family history of sudden or unexpected cardiac death before the age of 50. It is also true that not all sudden cardiac events are genetic; many times this disease is silent until a sudden cardiac event.

Signs and symptoms that should trigger a visit with your primary care provider are:

- Shortness of breath, causing mild exercise limitations. This can also be reported at rest.
- Chest pain brought on by exercise and decreased with rest. Symptoms can also occur at rest. The chest pain can also be persistent, not going away quickly.
- Palpitations, or uncomfortable awareness of heartbeat
- Light-headedness or blackouts
- Unexplained fatigue

Other “mimickers” that should be noted are:

- Exercise induced asthma where diagnostic breathing testing has not been completed, or the tests are normal or inconclusive
- Cardiac murmurs
- Panic attacks
- Mitral valve prolapse

If you have concerns about your son or daughter, below is a link to a Sudden Cardiac Risk in the Young questionnaire. Take this to your primary care physician and talk with them about follow up testing and referral to a cardiologist.

<https://www.4hcm.org/hcma-outreach-events/scaraf/400475.html>

For additional information, listed below are links to the HCM Association and the U.S Library of Medicine. Ultimately, if there is anything you are concerned about, talk with your primary care provider to initiate an evaluation for any cardiac issues.

<http://www.4hcm.org/>

<http://www.ncbi.nlm.nih.gov/pubmedhealth/PMH0001243/>

## ***PARENT/STUDENT AWARENESS STATEMENT***

### **ATHLETIC- RULES OF CONDUCT:**

The following are established policies of the athletic program. Deviation from these standards will mean suspension from part or the entire program. (See Athletic Handbook). Students are to follow code guidelines beginning with their initial signing of the athletic code prior to their first sport, and until either graduation or the final required activity of their final sport, whichever comes last. Unless otherwise described, the term “violation” in this code means a confirmed or admitted violation.

## **TRAINING RULES:**

All student athletes/participants shall observe the following training rules both in-season and out-of-season for the student athlete's/participant's entire school career, including vacation periods as required.

- A. No student shall use, possess, purchase, or sell any tobacco products, including chewing tobacco, drug paraphernalia, alcoholic beverages, controlled substances, or illegal drugs.
- B. No student shall attend an event where he/she knows or has reason to know that alcoholic beverages, controlled substances, or illegal drugs will be illegally possessed or consumed by athletes or non-athletes. Students finding themselves at such a location must leave immediately.
- C. All student athletes/participants shall conduct themselves both in and out of school, including practice times, in such a manner as will not, in the opinion of the Athletic Director, bring discredit to the athlete/co-curricular participant, his/her parents, school, or team, or injure or potentially injure any other student or athlete.
- D. No student shall commit any act of willful, persistent, disruptive behavior or any act in violation of or subject to penalty under Wisconsin State Statutes or local ordinances that in the opinion of the Athletic Director violates the philosophy of the athletic program.
- E. No student shall commit any act of willful, persistent, disruptive behavior or any act in violation of or subject to penalty under West Bend School District policies, rules, or school rules.
- F. No student shall commit or participate in acts of vandalism.
- G. No student shall commit or participate in acts of theft involving property of the school or schools we compete against.
- H. **NO “F” RULE.** A student who receives one “F” in the latest grade-reporting period (quarter or semester) shall be ineligible for athletic competition for ten (10) consecutive school days starting when grades are in the Athletic Director’s office. More than one “F”- WIAA eligibility applies - Ineligibility is fifteen (15) consecutive school days starting when grades are in the Athletic Director’s office. Not passing shall include incomplete grades. However, incompletes can be made up immediately. **At the end of the ineligible period, the student must be passing all classes as indicated by his/her teachers and the Athletic Director before being allowed to compete.**